

Quick Guide

Using Search by Standard to Create a Test

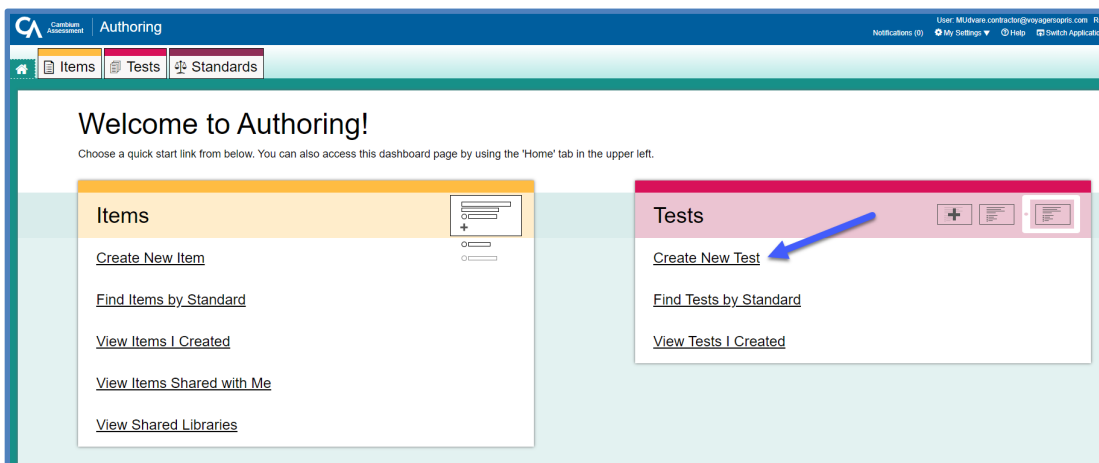
Locating Items by Standard Through the Test Tab.....	3
Locating Items by Standard Through the Items Tab.....	5
Use “Item Details” to Track Desired Items.....	7
Use “Favorites” to Track Desired Items.....	8
Use “Labels” to Track Desired Items.....	8

*** Note: In this quick guide the College and Career Ready standards will be used as criteria. When you do this, you will use your state's standards as they appear in the ClearSight system.***

There are two ways to use the Authoring System to search by standard to add items to a Field/Educator Authored Test Form and multiple ways to track the items that you want to select for a test. This guide will walk you through all of these options.

Locating Items by Standard Through the Test Tab

1. Log into Authoring and select "Create New Test" under the Test menu.

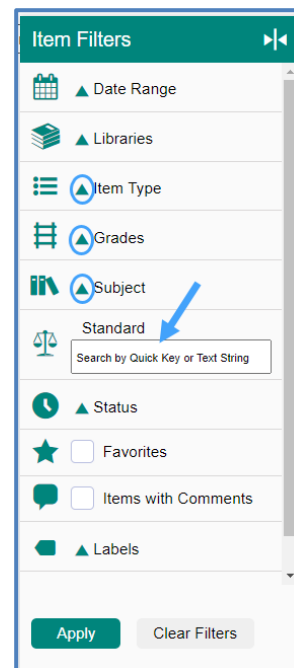


2. The screen that loads will look like this:



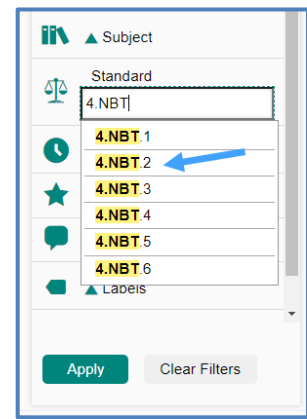
3. Select the magnifying lens on right to add items from the library to the test.

4. A filter pane will open. One can apply grade, subject, and even item type filters to narrow the search. Select the arrows next to each parameter to choose specific criteria.

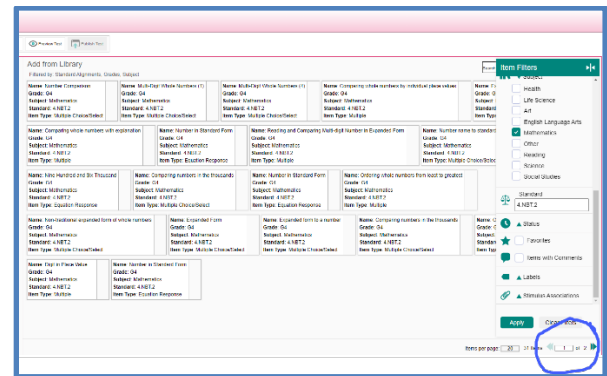
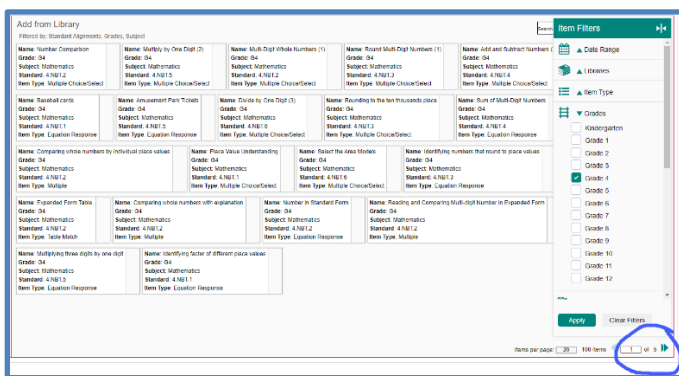


This example involves looking for grade 4 math items assessing 4.NBT.2.

- To search by standard, start typing the standard code into the open entry field under the word "Standard". As one types, the system provides possible matches below the standard box in an attempt to anticipate the standard needed.
- When the standard appears in the box, select "Apply" to view the results of the search.

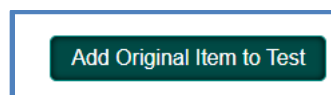


The more precise one can be in the standard field, the more focused the results will be. Compare these two results. On the left are the results from a search for "NBT". There are 5 pages of items to review. On the right are the results from a search for 4.NBT.2 where only 2 pages of items match to the search criteria.

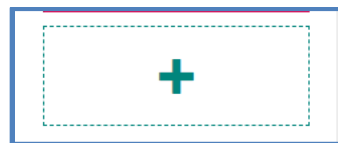


The cards in this search provide some general information on the items available.

- To view the item text and layout, select the card.
- At the bottom of the item preview is a box that reads "Add Original Item to Test". Selecting this option allows one to add the item to the test.



- To add another item to the test, select the "+" button from the test preview pane.

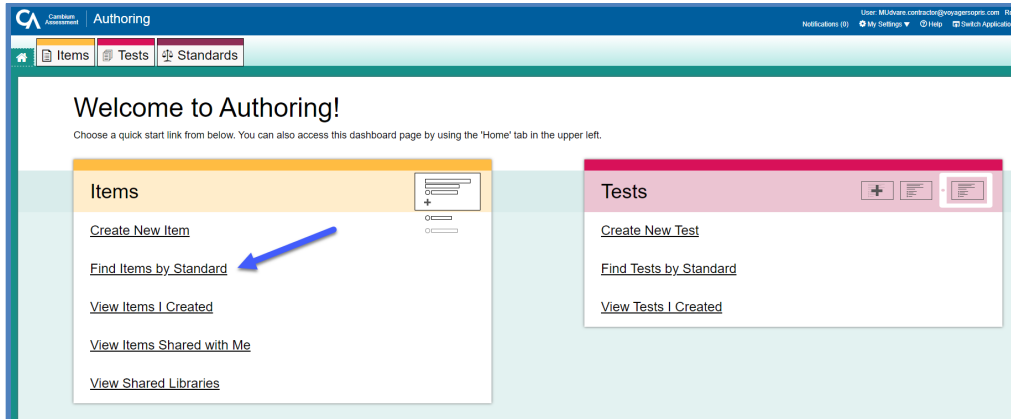


- Select the "Add from Library" button once again and open the item filter pane. The previously entered search criteria have saved. Preview, then add the next item to the test.
- Continue in this manner until the test is fully built. Change standards as needed.

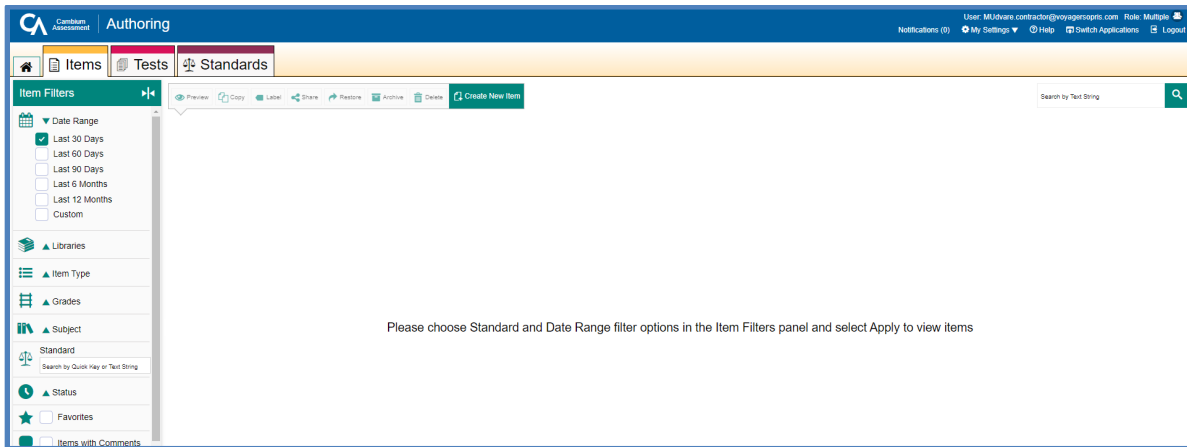
Locating Items by Standard Through the Items Tab

Initially, it may seem counter-intuitive to use the item tab to help one locate items for building a test, but this method provides a way to preview multiple items with less clicks. The items will still need to be added to a test through the Test Tabs.

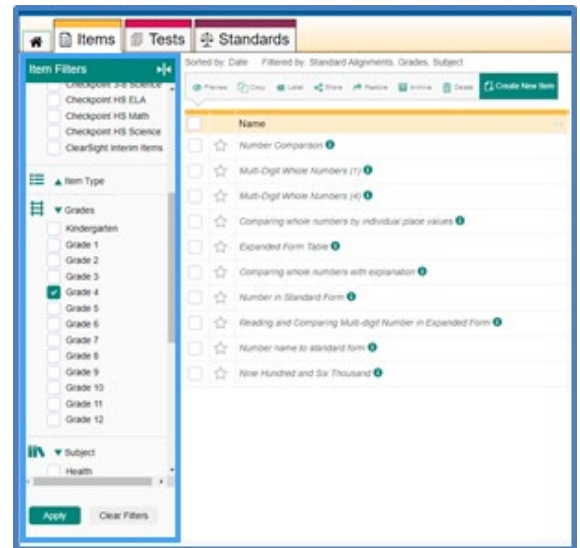
1. Log into Authoring and select "Find Items by Standard" under the Items menu.



2. The screen that loads will look like this:



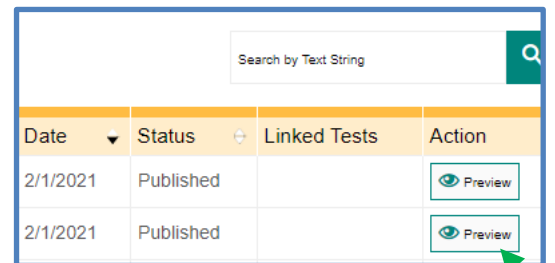
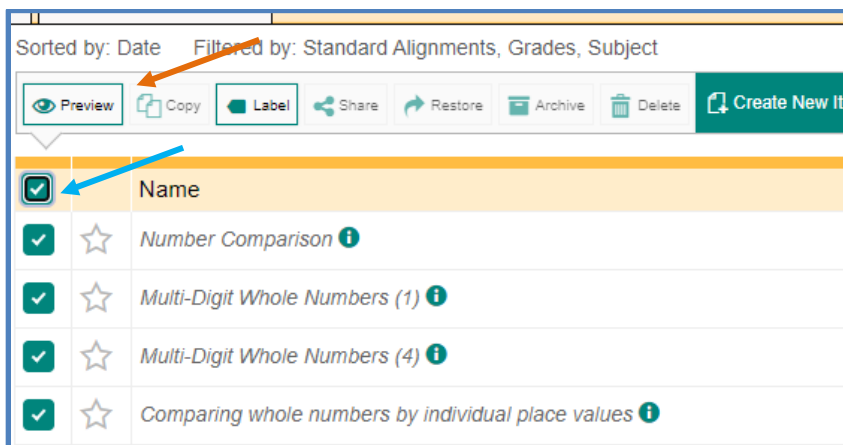
- Use the "Item Filters" on the left side of the screen to select search criteria. Following this example, select Grade 4, Math, and enter 4.NBT.2 in the standard entry field.



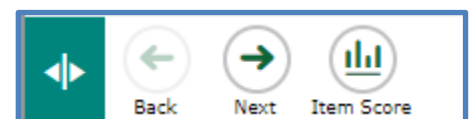
Right now, the properties for 10 items are previewing in the items table. By viewing the display information in the bottom, right corner of the screen one can see that the number of items which preview in the table is a customizable feature.

In this search, 31 items matched the search features. If 40 items per page is entered in the display criteria, the item table will refresh and all 31 items will be listed.

- Now, select the **box at the top of the item table**. This will select all items in the table.



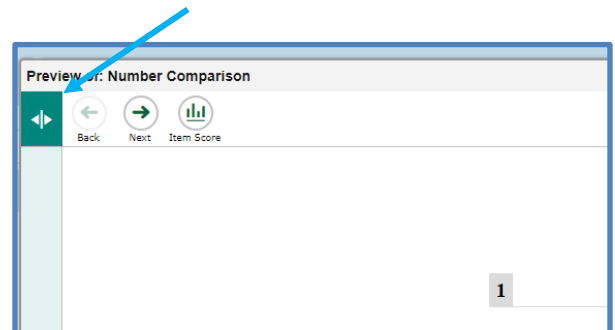
- Selecting the "Preview" button above the item table will allow for preview of all items currently in the item table. If the "Preview" button to the far right within the item table is selected, only that individual item will preview.
- A user can navigate forward, with the next arrow, and backward, with the back arrow, through the selected items to determine which should be added to a test.



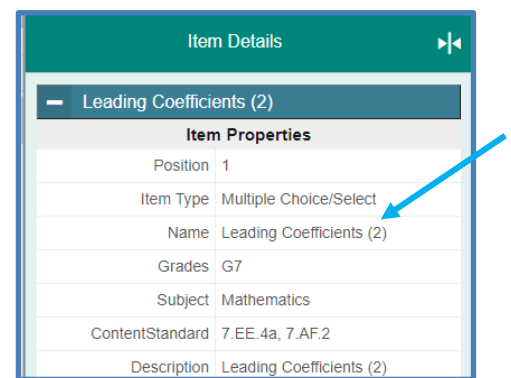
There are many ways to track the items as they are viewed, so that they can be referenced later and added to a test. It will be easiest to use the most comfortable and familiar process (some still prefer paper/pencil and may want to log information on the items they select), but the options listed here focus on using the Authoring system to track this information. Below, are three ways to keep track of the items selected.

Use “Item Details” to Track Desired Items

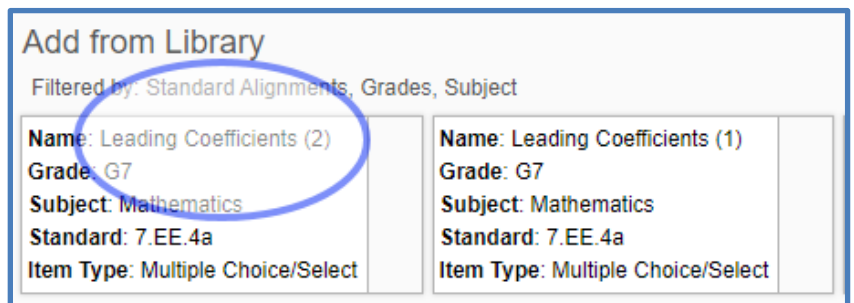
1. When previewing the set of items in the selected standard, one will notice an expandable pane.



2. When the pane is expanded, “Item Details” preview for each of the items in the selected set of items. Of the various fields in the detail pane, the “Name” is likely the most useful.



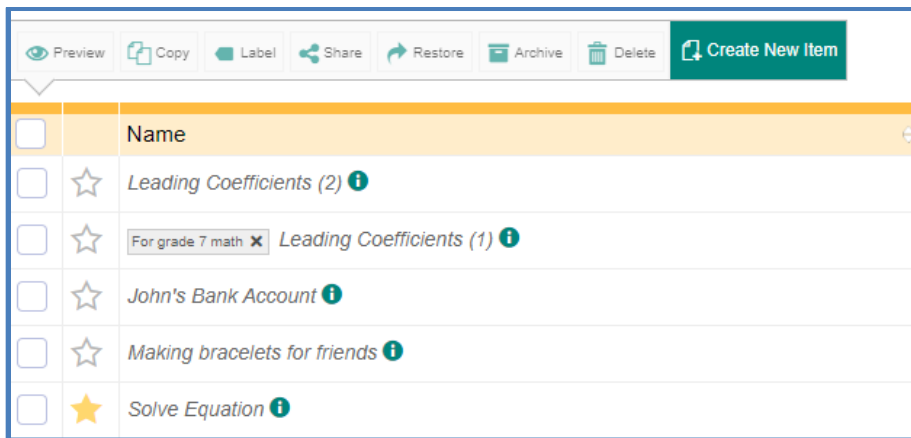
3. When ready to build a test, it is possible to search for items from the library by selecting the same grade, subject, and standard. Then, when the item cards preview, look for the matching *item name*. Select this item and add it to the test.



Use "Favorites" to Track Desired Items

It is not possible to mark an item as a "Favorite" while previewing the item set. However, once the items have been viewed, it is possible to mark the item as a "Favorite" in the item table.

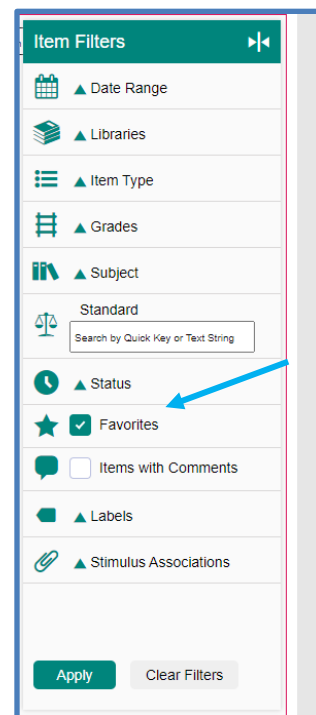
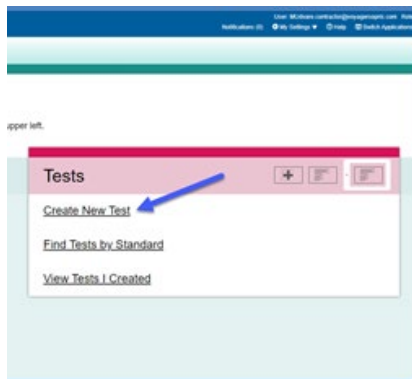
1. Selecting the star next to the item name in the item table will fill the star and record it as a favorite.



<input type="checkbox"/>	Name
<input type="checkbox"/>	Leading Coefficients (2) ⓘ
<input type="checkbox"/>	For grade 7 math <input type="checkbox"/> Leading Coefficients (1) ⓘ
<input type="checkbox"/>	John's Bank Account ⓘ
<input type="checkbox"/>	Making bracelets for friends ⓘ
<input checked="" type="checkbox"/>	Solve Equation ⓘ

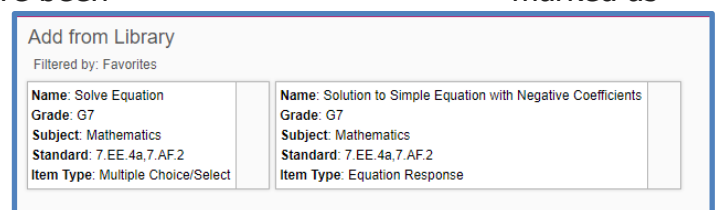
This favorite selection will remain unless the item is un-selected.

2. When navigating to the Test Tab, and selecting "Add from Library", it is now possible to use the "Item Filter" pane to search by "Favorites".



3. Applying this filter returns the items that have been

marked as

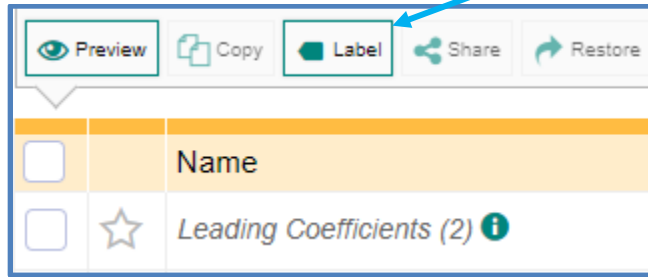


Add from Library	
Filtered by: Favorites	
Name: Solve Equation Grade: G7 Subject: Mathematics Standard: 7.EE.4a,7.AF.2 Item Type: Multiple Choice/Select	Name: Solution to Simple Equation with Negative Coefficients Grade: G7 Subject: Mathematics Standard: 7.EE.4a,7.AF.2 Item Type: Equation Response

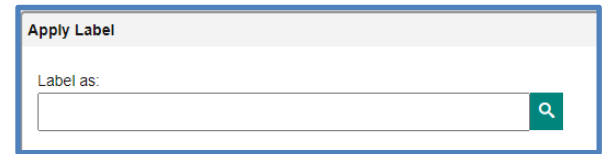
Use "Labels" to Track Desired Items

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Returning to when you are previewing the items in the Search for Items by Standard window, above the item table, one can see the Label button.

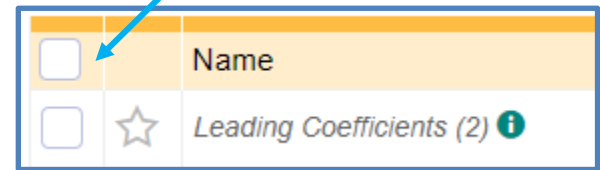


1. When the label button is selected, a pop-up window appears that allows the user to create a Label.

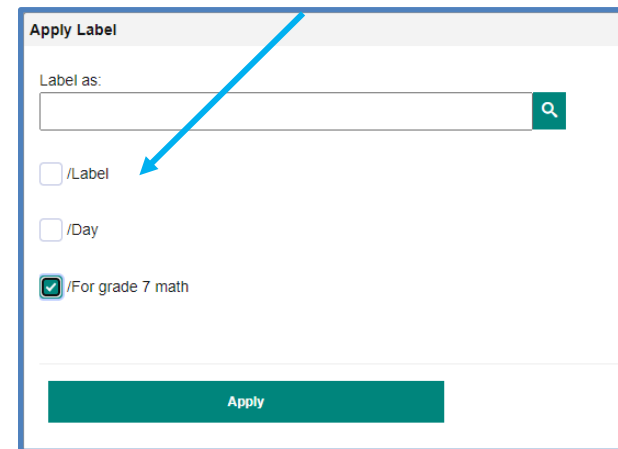


A newly created label could be created to apply to the items desired for the test. For example, one could label with "Use this item on test" or label the item with the standard or the grade and the standard.

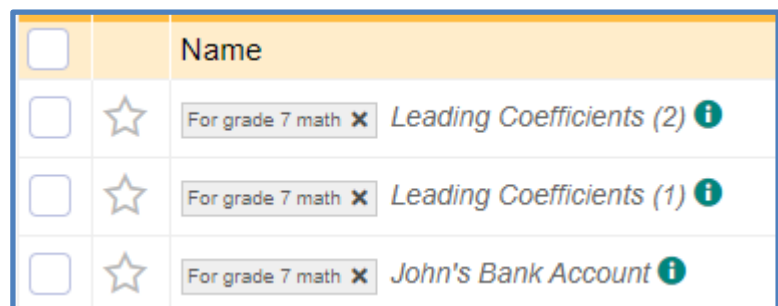
2. Once the label is created, selected the box next to an individual item.



3. Then select the label button and the newly created label from within the pop-up window. Finally, apply the label.

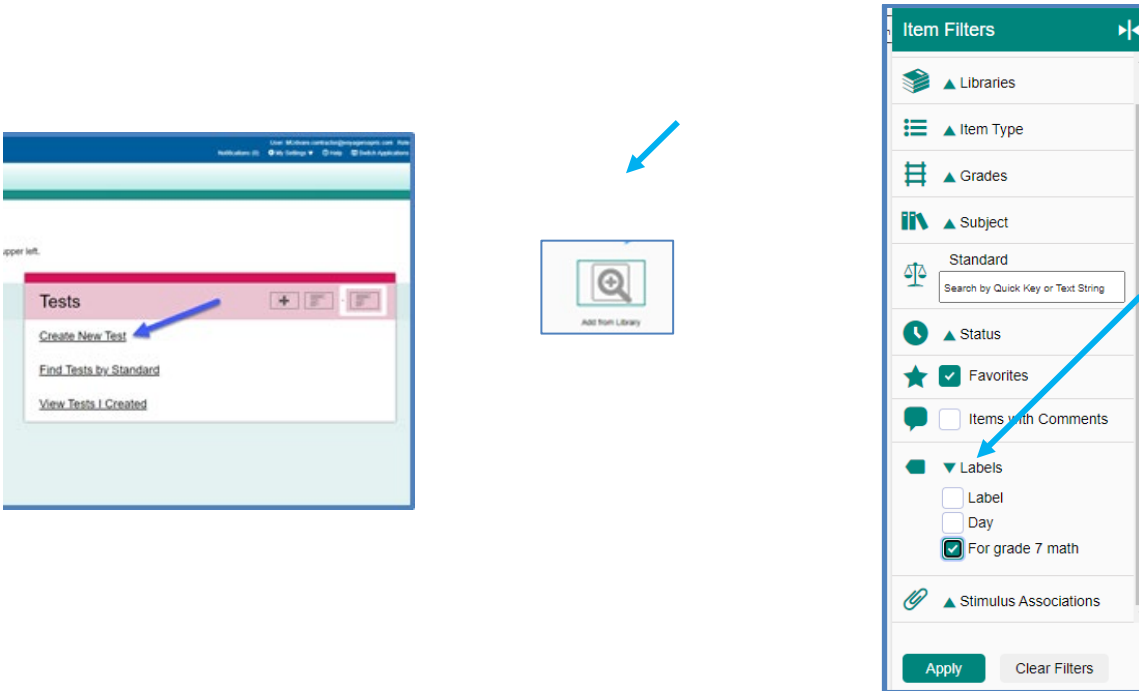


4. This will place the label next to the name of the item.



Now, in the Test Tab, the Label field can be used to locate the selected items.

- Return to the Create a New Test area and select the magnifying lens on right to add items from the library to the test.
- Select the arrow next to Labels and choose the label you just created.



- All items with this label will preview when the filter is applied.

Add from Library			
Filtered by: User Labels			
Name: Leading Coefficients (2) Grade: G7 Subject: Mathematics Standard: 7.EE.4a, 7.AF.2 Item Type: Multiple Choice/Select	Name: Leading Coefficients (1) Grade: G7 Subject: Mathematics Standard: 7.EE.4a, 7.AF.2 Item Type: Multiple Choice/Select	Name: John's Bank Account Grade: G7 Subject: Mathematics Standard: 7.EE.4a, 7.AF.2 Item Type: Equation Response	Name: Solution to Simple Equation with Negative Coefficients Grade: G7 Subject: Mathematics Standard: 7.EE.4a, 7.AF.2 Item Type: Equation Response

- Finally, these items can be added to the new test by selected the item cards and adding each item.